
Office of Compliance Web Submission Sheet

Staff Contact Name & Phone #:

Title of Product (specify if document, Web page,
database, etc.):

Routing Slip (please initial & date)

1)Originator _____ 2)Div Representative

3)Branch Manager _____ 4)Division Director
_____ 5)Office Director _____ 6)Office

A. Management Approval Section

1. Is this document/product subject to OCEMR review? yes ___ no ___

If yes, date of OCEMR approval: _____

2. Is this document/product subject to peer review? yes ___ no ___

If yes, date of peer review completion: _____

3. Should this document/product be included in EPA's 'Interpretive Guidance Collection'?

yes ___ no ___

If yes, verify that #4 below is completed.

(For background information: <http://www.epa.gov/guidance/>)

4. Does this document/product comply with Section 508? yes ___ no ___

If not, provide justification statement:

I approve the posting of this document/product to the OECA Web site.

Division Director's signature/date: _____

Office Director's signature/date: _____

B. Metadata Section

Metadata Inventory Record # _____
(The OC Webmaster will assign this number.)

NOTE: The asterisked* questions in boldface font are mandatory questions. You MUST provide answers to these questions in order for the system to take the data.

***1. Exact Title of Document:**

***2. Description of Document:**
(120 letters or less)

***3. Document Date (mm/dd/yyyy):**

***4. Collection** (*complete with Division representative; OC Web master will enter data*):

<http://intranet.epa.gov/site/taskforce/submit.htm>

(Please check one category. If Policy and Guidance, select 4a, 4b or 4c below. To answer this question, refer to the Intranet site listed above.)

Policy and Guidance __	Non-Policy and Guidance __
If Policy and Guidance:	
4a. Program Component	
4b. Legal Concurrence	
4c. HQ Program office Policy and Guidance Concurrence	

***5. URL** (*OC Webmaster to complete*):

6. Personal Author:

7. EPA Document Number:

8. CFR Citation:

9. Related CAS Numbers (Chemical Abstract Service Registry number):

10. Related SIC/NAICS codes:

***11. Keywords** (*may use as a resource: <http://www.epa.gov/ebtpages/alphabet.html>*):

C. Originator's Instructions to Webmaster Section

1. Primary Placement/Links *(based on subject matter of document/product; consult Division rep)*

Where (topic/subheading page & its URL)	Language to appear on Web page	Completed (date)
	Provide the following information: Document/product title; document #, if applicable; date of issuance/ publication; software type; size of file (These items will appear on the Web Page exactly as you specify them. Copy from Metadata Section above, and provide the additional items such as PDF or HTML and file size.)	
	Insert Brief text description (may use description from Metadata item # 2 above or may wish to use something slightly longer for the public.	

2. Additional Links OECA Web Topics/Subheadings *(add as needed; consult Division rep.)* **Consider also contacting other EPA offices who may want to link to this document.**

Topic	Subheading	Completed
OECA Main Page	What's Hot	
Compliance Assistance Page	What's New	

D. Publicity for Product Section

Additional OECA Access/Notice (mark all needed; add others; consult Division rep)

Access/Notice	Recommended Yes/No
CA Clearinghouse http://www.epa.gov/clearinghouse	
OCORE Link (Listserv) <i>Maureen Lydon 202-564-4046</i>	
Ag Listserv <i>Ginah Mortensen 913-551-5211</i>	
Enforcement and Compliance Docket and Information Center	
Compliance Assistance Centers <i>Tracy Back 564-7076</i>	
National Conferences (including CA Forum)	
Press Release	
Enforcement Alert Newsletter	
Mass Mailing	